



HRO-13-03
15 March 2013

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Technician Personnel

Technician Branch Staff:

Technician Branch Manager Classification/Manpower

MAJ Edwin Davis x8414
SMSgt Deb Burling x8187
OC Jessica Pan x8182

Recruitment, Staffing & Pay Benefits & Services

Ms. Denise Anderson x8177
Ms. Deb Tankesley x8173
MSgt Jody Kouma x8190 (out of office 1 Oct 12 – 1 Jun 13)

Technician Training /Travel

SSG Christine Braun x8179
Ms. Diane Voichoski x8184
SGT Michelle Berry x8185

UPDATED – HRO website: <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

Federal Length of Service Awards (Feb):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years: Jeremy Samples (ARNG)
15 Years: Jesse Arant (ANG)
20 Years: Christopher Weskamp (ARNG)
25 Years: Theodore Pafford Jr. (ANG)
30 Years: David Wiese (ARNG)
Lyle Urbanec (ANG)

Federal Employee Retirements: None

Performance Management (PAA):

It is time for PAA Interim reviews in MyBiz/MyWorkplace. Be sure performance plans are approved and job performance documented. Check out "How to..." under "Performance Management" at the HRO website.

AKO & EBIS (ANG):

Due to the change related to AKO/DKO closing, AKO/DKO is no longer allowing the ANG Employees (Technicians) to register for an account. This means they will not be able to access EBIS. During the interim, ABC-C has sent out the following.

In the interim, if any of our Air Guard Technicians experience any issues with elections in EBIS. They may contact 1-877-276-9287 option# 3 and ABC-C will assist with the election.

TSP:

Apple App store offering TSP App not sanctioned by TSP - A free iPhone App, TSP Funds, currently being offered through the Apple App store asks TSP participants for their account login information. This app is not being offered through the TSP and the TSP does not recommend using this application to access your TSP account. Providing this information could result in a security risk to your account.

<https://www.tsp.gov/whatsnew/plan/planNews.shtml#iPhoneApp>

Address Changes:

Everyone needs to review their correspondence address in MyPay. The address in DFAS is used for is mailing documents pertaining to civilian employment such as proof of military deposits and TSP uses this address for TSP matching, annual reports and for other administrative mailings.

Technician Travel & Training

Welcome SGT Michelle Berry! SGT Berry is now on board as a HR Assistant working in Information Systems and Technician Travel/Training. Please stop by to introduce yourself if you are in the area. You may also contact Michelle at 402-309-8185 or michelle.l.berry32.mil@mail.mil.

DTS Authorizations - ARNG

Remember to check DTS to verify your authorization is approved before traveling. We've had recent cases where technicians could not file travel vouchers when they returned because their DTS authorization never got approved.

Substantiating Records - ARNG:

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

Human Resources Information Systems (HRSIS)

HRSIS Staff

SMSgt Mike Courtney – HRSIS Manager – x8189
SGT Michelle Berry – HR Assistant – x8185

****New DCPDS Self Service User Guide****

A new My Biz/My Workplace Self Service User Guide has been posted to the following URL:

<http://ne.ng.mil/ArmyGuard/Pages/MyBiz.aspx>

Please take the time to review this new updated guide for instructions to access and update your information in My Biz and to access your employees' information in My Workplace.

State Personnel

HRO-SP Staff

HR Manager	Ms. Kari Foote	x8172
HR Assistant/Benefits	Mr. Tim Diedrichsen	x8180
HR Assistant/Payroll	Ms. Jessie Bockelman	x8178

BIOMETRIC SCREENING

Health Fitness will be providing a biometric screening event for employees enrolled in ANY of the State of Nebraska medical plans. This event will be required for covered employees AND their spouses *currently* in the Wellness plan and other medical plans that wish to continue in or qualify for the Wellness Plan in the 2013/2014 plan year. Covered employees and spouses will also need to complete the Health Assessment – starting April 1, 2013.

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At this time the screening event will be held on the morning of **April 8, 2013** (7:00 a.m. to 11:00 a.m.). Components of the screening event include taking the participant's blood pressure and getting height and weight (Body Mass Index (BMI) calculation) measurements. There will also be a finger-stick blood screening that will measure levels of total cholesterol, LDL, HDL, TC:HDL Ratio, triglycerides and glucose.

New employees with a hire date of November 2, 2012 through May 1, 2013 will not be required to participate in a biometric screening this period, but can participate if they want to, as long as they are currently enrolled in one of the State's four medical plans. Covered spouses can also participate.

Participants will need to **schedule a biometric screening appointment** by visiting the Health Fitness website, www.wellnessoptions.nebraska.gov, and selecting the 'Health Scheduler' icon. Please contact Tim Diedrichsen if you are unable to get to the site or have trouble registering for a time once you are on the site.

Biometric Screening Options:

Option 1: Onsite Screenings

Participants will soon be able to view the list of screening locations and schedule their onsite screening appointment by going to the wellnessoptions website - www.wellnessoptions.nebraska.gov

Option 2: Home Kit

Starting on or shortly after April 1st, participants can request to have a finger stick kit mailed to their home address. Go to the wellnessoptions menu selection (left-hand side of the screen) on the first screen after logging in. Then click on "(STEP 2 – BIOMETRIC SCREENINGS)" and scroll down to Option 2 to review the process and deadlines.

Option 3: Alternative Means Screening Form

Starting on or shortly after April 1st, the Alternative Means Screening Form will be available on the wellnessoptions website to submit recent doctor results from appointments scheduled after Jan 1, 2013. Submit the form no later than April 30, 2013.

HEALTH ASSESSMENT

Beginning on or shortly after April 1st, participants (employee and covered spouses enrolled in any of the State's medical plans) can begin to complete their Health Assessment. This is the third step to qualify or continue participation in the Wellness medical plan.

Employees and spouses not currently enrolled in any State of Nebraska medical plan, that want to qualify for enrollment in the Wellness Plan for the coming plan year (2013-14), will need to complete the Health Assessment (questionnaire) during a period AFTER Open Enrollment. Watch your mail for instructions and reminders on required actions for you and your spouse, if applicable.

To get to the Health Assessment and for further information visit www.wellnessoptions.nebraska.gov within the wellnessoptions/ Health Assessment section (left toolbar – on the first screen after you log in click on wellnessoption (second item down), then go to Health Assessment, which should be the 5th item in the list, under wellnessoptions heading.

The following items are allowed for participation on company time: Open Enrollment, Health Assessment, onsite biometric screenings, sending and receiving e-mails to/from Health Fitness to/from your work e-mail. Submitting activities are allowed on a State computer, but is to be done on personal time (lunch time or break). Participation is in no way to be considered part of or arising out of employment for the purposes of workers compensation or for any other purpose.

STATE EMPLOYEES - EXPIRING CAC'S

State employees who have a **CAC** that is about to expire will need to contact State Human Resource personnel in the JFHQ building. We will need to update an information database that feeds into DEERS. Please **contact** the HR office about two (2) to three (3) weeks **in advance** as the update is not instantaneous. Jessie Bockelman is the main contact for updating information.

FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA is implemented in the Nebraska Classified System Personnel Rules and in the NAPE labor contract. Provisions to implement this Federal law are not the same for people covered by the Rules as for people covered by the Contract. However, the federal law establishes some specifics:

- a. Family leave is granted for any of the following reasons:
 - to care for the employee's child after birth, or placement for adoption or foster care;
 - to care for the employee's spouse, son or daughter or parent, who has a serious health condition;
 - or for a serious health condition that makes the employee unable to perform the employee's job.
- b. The employee may be required to provide advance leave notice (when the leave is foreseeable) and medical certification.
- c. Benefits are protected: The employer must maintain the employee's health coverage under the group health plan. Use of Family Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave
- d. Upon return from Family Leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

FMLA requires that the State provide up to 12 weeks of Family Leave. Check the Classified System Personnel Rules or the NAPE Labor Contract, whichever applies to you, for the specific provisions which apply to you. You can also look at the other types of leave, along with corresponding rules, that are available to State employees. The NAPE/AFSCME Labor Contract and Classified System Personnel Rules & Regulations (Oct., 2006) are available at: <http://www.das.state.ne.us/emprel/publications.htm>

NON-PAY STATUS -- WORKER'S COMPENSATION & FAMILY MEDICAL LEAVE

Employees, who are continuing their insurance benefits while on approved family medical leave or worker's compensation and in an unpaid status, are required to remit the employee contribution, by personal check, to their Agency HR office for processing. Premiums are due by the **first of the month** for the month of coverage. If premiums are not remitted by the first calendar day of the month, all coverage will be suspended until payment is received.

Payment must be received by the last calendar day of the month or, coverage will be terminated **permanently** until the employee returns to work. At that time, employees have 30 days to show their intent to reenroll; coverage becomes effective the first of the month following their return to work; this aligns with the policy that is in place regarding payments from those individuals who are enrolled in the COBRA or Retiree plans.

FAMILY MILITARY LEAVE ACT

LB 497 was passed by the Legislature and went into effect on April 5, 2007. Family Military leave is requested by an employee who is the spouse or parent of a person called to military service lasting 179 days or longer.

To be eligible an employee must have been employed by the same employer for at least 12 months and have been employed for at least 1250 hours during that 12 month period immediately preceding the commencement of leave. The employee should give at least 14 calendar days of notice.

The employee may continue benefits, during leave, at the employee's expense and there are employee rights when the leave ends.

Please notify the Human Resources office – State Personnel, in the JFHQ building as soon as you become aware that you may need to take Family Military Leave.

You can review information on the Family Military Leave act at:
<http://www.das.state.ne.us/emprel/FamilyMilitaryLeave.htm>

Contact Kari Foote (402) 309-8172 or Tim Diedrichsen 309-8180 if you have questions.

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AGR Personnel

Army and Air:

The AGR Office Staff:

LTC Craig Strong, AGR Manager (402) 309-8175

SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

SFC Roger Ramos, Personnel Sergeant, (402) 309-8183

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

Army:

Leave Tracking System – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

Reassignments: - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

DTS – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

TRICARE Dental Program – MetLife has begun administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should have received information from MetLife outlining the change. The transition to MetLife only affects traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADPP.

Pay and Entitlement Documents – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

Mob Augmentee – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

Meal collection via 4187 – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

OCONUS – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

PCS – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

DD 214 – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

Air:

TRIWEST Online Referral / Authorization Submission: All registered providers on the secure provider portal at www.triwest.com now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the www.triwest.com/provider to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

Active Duty Dental Program: Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: www.addp-ucci.com further explains how to utilize the program. POC is SFC Whisenhunt, (402) 309-1572.

TriCare Dental Program: MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or Nicholas.curto@us.army.mil for further questions and information.

AGR Dental Updates in DDS Web: Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager
NGB/SGPR Office of the Air Surgeon 3500 Fetchet Ave Andrews AFB, MD. 20762
DSN: 278-8567, COMM: 301 836-8567, cynthia.adams@ang.af.mil

Transition Assistance Advisor: If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, bonnie.bessler@us.army.mil. Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

Leave Carryover: The 75 Day Leave Carryover is extended to 30 September 2015. Visit the following web site for more information: https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf

Paternity Leave: The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

Child Care Fee Assistance: The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: army.childcare@gsa.gov. Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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Equal Employment Office/Diversity/Organizational Development

(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)

Diversity Strategic Plan – Part 3

In order to keep Military Department employees and members up to date on our diversity program, our 2013 Diversity Strategic Plan will be printed in several parts over the next few months. To get a complete copy of the plan, please contact Ms. Rosenthal. Following is Part 3.

Relationship Between EEO/EO and Diversity

Compliance programs (such as EEO/EO) are enforced by law. Diversity responds to the challenge to leverage demographic changes. The Nebraska Military Department's model of diversity is grounded on the laws and regulations related to EEO/EO and civil rights, and are exemplified through actions of the EO & Diversity Council and SEP Group as well as commanders and leaders at all levels of the organization.

The Diversity Strategic Plan Concept

This diversity strategic plan is derived from the realization that the future of our organization rests with our ability to recruit and retain individuals who are representative of Nebraska's demographics. We have a tendency to rely on our recruiting and retention force to satisfy these requirements, when in fact every one of us shares in the responsibility. This plan identifies strategic focus areas to be applied at appropriate levels of the organization in the effort to bolster a diversified force. It will involve active participation over the course of the foreseeable future to satisfy the intent. This plan articulates our organization's current and future endeavors to embrace diversity as a mission imperative and a necessity in preserving our future as a viable organization in the 21st Century.

Reviews and assessments of this plan and its results will be conducted in conjunction with the five year affirmative action plan cycle coordinated by the State Equal Employment Manager.

Vision Statement

The strength of our individual differences is leveraged to maximize mission effectiveness, readiness and productivity. The Nebraska Military Department represents an integrated, capable and diversified force engaging in foreign, national and state operations. We are constantly committed to inclusionary practices that recruit and retain individuals who are representative of Nebraska's diverse demographics.

Mission and Purpose Statements

Mission Statement: Enhance awareness of diversity and inclusion throughout the Nebraska Military Department. The mission of the Special Emphasis Program (SEP) Group is to work with management in carrying out their joint responsibility to identify barriers to the recruitment and advancement of special emphasis groups, devise solutions, and draft plans to implement the solutions.

Purpose Statement: The Nebraska Military Department Diversity Strategic Plan is the tool by which we realize The Adjutant General's diversity vision. The EO & Diversity Council, as directed by The Adjutant General, provides strategic oversight of the SEP Group activities and works to remove barriers to mission accomplishment when necessary.

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